



**District Employee
and Volunteer Handbook
2016-2017 School Year**

*“Excellence in
Teaching and Learning”*



500 West Guadalupe Road Tempe, Arizona 85283

www.tempeunion.org

Governing Board Members

Sandy Lowe, President
DeeAnne McClenahan, Vice President
Michelle Helm, Member
Moses Sanchez, Member
Brandon Schmoll, Member

2016-2017 Executive Team

Dr. Kenneth Baca, Superintendent
Dr. Kevin Mendivil, Associate Superintendent
Dr. Anna Battle, Assistant Superintendent for District Operations
Ms. Diane Meulemans, Assistant Superintendent for Business Services
Ms. Kimberly Hilgers, Assistant Superintendent for Teaching and Learning
Ms. Jill Hanks, Executive Director – Community Relations
Sean McDonald, Principal – Marcos de Niza

Our Vision Statement

All students will graduate with the knowledge, understanding and ability to apply skills necessary for success in college, career and life.

Our Strategic Goals 2012-2017

1. We will increase student achievement.
2. We will optimize the use of all resources to accomplish District goals.
3. We will recruit and retain a highly-effective diverse staff.
4. We will nurture positive relationships with our communities to support and advocate for District goals.

Tempe Union High School District does not discriminate against any individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression or identity, or socioeconomic status.

Handbook Acknowledgement Statement for All TUHSD Employees and Volunteers

The contents of this handbook are for general information and may be modified at any time by the appropriate District personnel. The Governing Board reserves the right to change policies, regulations and practices, including contents of this handbook, at any time, without notice. It is essential for you to know and abide by the laws, policies and regulations of the Governing Board of the District. Policies and information contained in this handbook were accurate at the time of printing. No statement should be construed as a promise of future or continuing employment or benefits. **Contents of this handbook do not form a contract of employment between TUHSD and an individual employee or group of employees.**

Handbook contents shall at no time supersede applicable Federal or State laws or Governing Board Policy. Every employee must sign the acknowledgement statement and return the original to Human Resources. This is considered to be a condition of employment at Tempe Union High School District. Failure to do so may result in disciplinary action, up to and including dismissal. The following information is not intended to be a complete representation of District policy. The TUHSD policy manual is available on the TUHSD website, www.tempeunion.org

Employee Signature Page Copy

My signature on this page, or my electronic acceptance of this document in the iVisions Portal, verifies that I understand the following:

1. ***I have received and will read*** my 2016-2017 *District Employee and Volunteer Handbook*. A copy of the *District Employee and Volunteer Handbook* is available to me at all times on the Tempe Union High School District website.
2. ***It is my responsibility to become familiar with, and to abide by,*** the District policies, regulations and procedures in this handbook and those adopted by the Governing Board and administration, *including but not limited to:* The District Technology Use Agreement, Staff Conflict of Interest, Statement of Awareness, Confidentiality Agreement, Fair Labor Standards Act, A.R.S. 13-3620 and A.R.S. 15-550 mandatory reporting requirements and the Staff Ethics Policy, GBEA.
3. ***Approved job descriptions are provided*** on the District website under the Human Resources Department link. If I cannot locate my job description, I must contact Human Resources to obtain a copy. ***I attest that I will review and fully understand the requirements of my job description and that I am responsible for the satisfactory execution of the essential and marginal functions as described therein, under any and all conditions as described.*** I understand that the functions outlined in my job description are intended as guidelines, subject to change as necessary. I understand that I may be asked to perform duties and assume responsibilities not specifically addressed in my job description.
4. ***Information in the handbook is updated regularly*** and it is important to familiarize myself with changes.
5. I understand that if I have any questions regarding the contents of this handbook, I should bring them to the attention of my supervisor or Human Resources.

Employee Printed Name

Date

Signature

Work Site

Our Mission Statement

"Excellence in teaching and learning."



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**STATEMENT OF AWARENESS - TEMPE UNION HIGH SCHOOL DISTRICT
POLICIES, PROCEDURES AND REGULATIONS FOR ALL EMPLOYEES**

Employees are responsible for reviewing and complying with all policies, procedures, regulations and other documents that govern their conduct, performance and conditions of employment with the district. Administrators, Directors and Supervisors must provide employees with access to such documents.

As an Employee of TEMPE UNION HIGH SCHOOL DISTRICT #213, I understand that the documents listed below are available to me for my review. I acknowledge and agree that I am responsible for reviewing and complying with all policies, procedures, regulations and other documents that govern my conduct, performance, and conditions of employment as an employee of the District. *I further understand that it is my responsibility to keep abreast of changes in policies, procedures and regulations.*

1	Tempe Union High School District Mission and Vision Statements
2	Tempe Union High School District Policies and Regulations Manual. <i>Employees are responsible for adherence to all Governing Board policies and regulations. Specifically, the policies and regulations described on this Statement of Awareness must be reviewed carefully.</i> (Policy GBEA)
3	Arizona’s College and Career Ready Standards (AZCCRS) <i>(Certificated Administrators only)</i>
4	Certified Evaluation Processes and Timelines (GCO; GCO-R)
5	Child Abuse Reporting Protocol (ARS 13-3620) Employees who, when acting in the scope of their employment, develop a reasonable belief that a minor has been or is the victim of child abuse (i.e., non-accidental injury, sexual abuse or neglect) must <u>immediately</u> report or cause a report to be made to a police officer or Child Protective Services. A report may be made by telephone or in person and must be followed by a written report within 72 hours. (Policy JLF)
6	Employee Schedules and Calendars All employees shall report to their duty stations on time each workday and be available there until the time they are scheduled to leave. All Classified non-exempt employees are subject to time reporting guidelines, rules and regulations as specified in policy. (Policy GCL Professional Staff Schedules and Calendars and Policy GDK Classified Staff Schedules and Calendars)
7	Classified Evaluation Process and Timelines <i>(Administrators, Supervisors, Classified employees)</i>
8	Classified Staff Contracts/Notices of Assignment <i>(Classified employees only)</i> Classified staff members are employees who are not required by state law or by District policy regulation or job description to possess certificates from the Arizona Department of Education. Classified and Classified Exempt employees receive a contract or notice of assignment appropriate to their positions. (Policy GDB) IMPORTANT NOTE: <i>Classified and Instructional Support staff issued contracts and/or Notices of Assignments have a limited number of days to accept the document or the offer may be withdrawn. Please refer to the individual document regarding the acceptance timeline.</i> Professional Staff Contracts Salaries are differentiated in relationship to duties and responsibilities. A probationary, continuing, limited term or teacher on assignment certified teacher who is issued a contract for the next school year must sign and return the contract within fifteen (15) business days from the date

	of receipt in accordance with A.R.S. § 15-536(A). (Policies GCB; GCB – R)
9	Copyright Employees must adhere to all copyright laws, including copying of printed materials, software and recorded music. (Policy EGAD)
10	Curriculum Guides, Curriculum Development (<i>Certificated teachers only</i>) Certificated teachers are required to participate in the development of district curriculum materials. Certificated teachers will be evaluated to assess whether they integrate district and state standards into their instructional practices to the extent that such standards apply to their teaching area. Curriculum guides must be submitted to the Superintendent, or designee for approval prior to publication. (Policies IGA; CHCE)
11	Data/Records Retention Employees must comply with this policy, which establishes a records management program for all public records, including e-mail records that are created or maintained by employees. (Policy EHB)
12	Directives for Student Testing (<i>Certificated Administrators only</i> – Policy ILB; Applicable Written Procedures for Specific Tests or Assessments)
13	Discipline, Suspension and Dismissal of Professional and/or Classified Support Staff These policies define misconduct, list types of misconduct, outline methods of disciplinary action that may be taken, and explain the process for suspension and/or dismissal of an employee for unsatisfactory performance or misconduct. (Policy GCQF for Professional Staff and GDQD for Classified Support Staff)
14	Drug Free Workplace An employee arrested, cited or charged with a drug- and/or alcohol-related criminal offense (e.g., a D.U.I), whether a felony or a misdemeanor, must notify his or her immediate supervisor. Any conviction for a drug- and/or alcohol-related criminal offense must be reported to the District, in writing, no later than five (5) days after the conviction. Any employee arrested, cited, charged with, or convicted of any such offense who fails to notify his or her immediate supervisor will be subject to disciplinary action, including termination. (Policy GBEC)
15	Electronic Timekeeping Procedures It is the responsibility of each Classified non-exempt employee to ensure accurate reporting of all hours worked which are submitted to Payroll for pay calculation. Employees must clock in and out for themselves, and ensure that any corrections are given to the Timekeeping Editor within the correct pay period.
16	Fair Labor Standards Act Statement of Understanding <i>All employees</i> of the District must be aware of the Fair Labor Standards Act (FLSA) and the requirements pertaining to all Classified non-exempt employees. (Policies GDBC; GDL)
17	Grade Level/Subject Curriculum (<i>Certificated Administrators and Employees only</i>)
18	Harassment/Sexual Harassment in the Workplace Harassment includes unwelcome verbal, written or physical conduct demonstrating hostility or aversion toward an individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression or identity, or socioeconomic status. <u>Any</u> employee who believes he or she has been harassed should lodge a complaint with an appropriate supervisor or the Associate Superintendent. (Title VII; Title IX; Policy ACA)

19	Hiring Laws, Regulations and Practices for Certificated and Classified Support Employees
20	Information and Guidelines for Student Behavior (<i>Certificated Employees</i> - Policy Manual Section J; Student Handbook)
21	Leaves of Absence All leaves of absence must be properly approved. (Policy GCC) For information about leaves covered by the Family and Medical Leave Act of 1993 (FMLA), refer to Policy GCCC.
22	Purchasing Policies and Procedures Purchases of equipment, supplies, materials, and services by the district must be conducted in accordance with the school district procurement rules and under the administration of the Assistant Superintendent of Business Services. (Policies DJ; DJE; DJGA)
23	Reduction in Force This policy/regulation establishes the process for implementing a reduction in force (RIF) for teachers pursuant to A.R.S. § 15-544 and for Classified staff. (Policy GCQA Professional Staff and GDQA Classified and Support Staff)
24	Research and Publishing The Governing Board has proprietary rights to publications, instructional materials, and devices prepared by employees unless prepared by such employees on their own time and without use of school facilities and/or equipment. A staff member who submits professional materials for publication in which the District is mentioned will submit all such material to the Superintendent, or designee, prior to release for publication, including materials developed on the employee's own time. (Policy GCS)
25	Site Emergency Management Plan All employees are responsible for possessing a copy of the Site Emergency Management Plan, becoming thoroughly familiar with the plan and ensuring that each employee, in the event of an emergency, will know what to do in an efficient and effective manner. All administrators must distribute copies of the plan to all employees working at the site.
26	Special Education Implementation Manual (<i>Certificated Administrators only</i>) - Refer to “Procedural Safeguard Notice” and “Staff Handbook for 504” (Policy IHB)
27	Special Education-Related Topics – Refer to “Procedural Safeguard Notice” and “Staff Handbook for 504” (Policy IHB)
28	Staff Conflict of Interest No employee may be directly supervised by a close relative (spouse, child, grandchild, parent, grandparent, brother, sister and their spouses, and the parent, brother, sister or child of a spouse). Any employee who has or whose relative has, substantial interest in any decision must disclose this interest in the official records of the District by completing a Conflict of Interest form. The employee must refrain from participating in such a decision. (Policy GBEEA)
29	Staff Conduct The District will not tolerate any behavior in the workplace that constitutes bullying as defined in policy regulation GBEB-RB. This policy regulation is applicable during normal working hours, at work-related or sponsored functions, while traveling on work-related business, or when using District email, computers, internet access or any other electronic communication system. There will be no retaliation for anyone who makes a good faith allegation of bullying. (Policy GBEB-RB)
30	Staff Safety and Health Employees who have exposure to blood borne pathogens (Hepatitis B/Human Immunodeficiency Virus) must report the details in writing and are required to follow post exposure evaluation and follow-up activities in accordance with Arizona and Federal laws. (Policies GBGB;

	GBGC)
31	Staff-Student Relations Relationships between staff members and students that include dating, courtship, or romantic involvement are prohibited. These behaviors are deemed unacceptable and contrary to the expectations of District governance. (Policy GBEBB)
32	Student Handbook All administrators are responsible for the production, revision in conjunction with guidance of the district’s legal counsel and distribution to all employees at the site. All administrators must be familiar with all content within the Student Handbook.
33	Special Education-Related Topics – Refer to “Procedural Safeguard Notice” and “Staff Handbook for 504” (Policy IHB)
34	Teacher or Staff Handbook All administrators are responsible for the production, revision in conjunction with guidance of the district’s legal counsel and distribution to all employees at the site. All administrators must be familiar with all content within the Teacher or Staff Handbook.
35	Technology/Electronic Mail Use Policies and Guidelines (Policies EGD; EGDA; EGAEA)
36	Technology Resources and Use of Technology Resources in Instruction Video materials must reinforce the concepts being taught in the course curriculum, and must be age-and grade-level appropriate. (Policies IJND and IJNDB)
37	Staff Use of Digital Communications and Electronic Devices Social media technologies blogs, picture-sharing, v-logs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, Facebook, LinkedIn, My Space, Twitter, You Tube, and successor protocols. District employees have a responsibility to ensure appropriate use of social media in all communications in compliance with policy. (Policy GBEF)
38	Tempe Union High School District <i>Employee and Volunteer Handbook</i>
39	Textbook/Supplementary Materials Adoption (<i>Certificated Administrators only</i>) The Governing Board approves all basic textbook adoptions and the adoption of supplementary materials. (Policy IJJ)
40	Unprofessional Conduct A staff member who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to their supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment. (Policy GCMF)
41	Use of Physical Force by Supervisory Personnel An employee entrusted with the care and supervision of a minor may use reasonable, appropriate physical force to the extent reasonably necessary and appropriate to maintain order. The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury or to preserve property (Policy GBEB)
42	Voluntary Termination of Employment (Policies GCQ; GCQC; GDQD)
43	Volunteers (Policy IJOC and IJOC-R) Volunteers who work with the students of Tempe Union High School District make many valuable contributions to our students and educational programs. All volunteers are subject to clearance in accordance with District Policies and procedures prior to beginning service.

44	<p>Workers' Compensation and Accident Reporting All employees are covered by Workers' Compensation insurance for most injuries or illnesses while on assignment, including injury or illness on school property or while on official business off school property. The employee must complete a "Work-Related Injury Report" form and submit the completed form to the Benefits Coordinator immediately. (Policies GBDG; EBBB)</p>
45	<p>Mandatory Annual Benefit Notices All employees are responsible to stay current with the mandatory Annual Benefit Notices as required by law. Mandatory Annual Benefit Notices are located on the district website under Employee Benefits. These notices include: 403b plans; ASRS online enrollment; COBRA; FMLA for Military; FMLA; Glossary of Health Coverage and Medical Terms; Health Insurance Marketplace; HIPAA; Medicaid and CHIP; Medicare Part D; Summary of Benefits and Coverage; USERRA; WHCRA; OSHA Report.</p>

**FAIR LABOR STANDARDS ACT ANNUAL STATEMENT OF UNDERSTANDING
FOR ALL EMPLOYEES**

GUIDELINES FOR NON-EXEMPT EMPLOYEE COMPENSATION PRACTICES

Hours Worked/Time Recording (Policy GDBC)

Under the federal Fair Labor Standards Act (FLSA), employers are required to keep certain records on their non-exempt classified employee compensation practices. These practices include the accurate recording of time on a daily and weekly basis, not working overtime without permission or authorization, and not working without recording the hours worked.

In order to ensure that (1) accurate records are kept, (2) non-exempt classified employees are not working without recording their time, and (3) the district will not be in violation of the law, all employees must be aware of the wage and hour requirements. To prove compliance with the law, **this Statement of Understanding must be read and accepted by all employees.** A copy of this acceptance will be retained in the electronic personnel files. Employees who fail to abide by the laws and Governing Board Policy which govern wage and hour issues will be subject to disciplinary action.

For non-exempt classified employees:

1. The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday. If employees work overtime (in excess of 40 hours in one workweek), they are to be paid one and one-half (1½) times the regular hourly rate of pay for hours worked in excess of 40 hours. Compensatory time at a rate of one and one-half (1½) times may be given in lieu of overtime pay. Prior approval from the supervisor must be obtained prior to working.
2. Overtime may not be worked without prior approval. Only in cases of emergency may approval be obtained after the fact. Payment of non-approved overtime will not be withheld, but employees who do not gain supervisor's approval prior to working overtime will face disciplinary procedures up to and including termination of employment.
3. All time worked must be recorded. *Employees shall not clock in or out for another employee.* Supervisory personnel will not intimidate employees to work without recording their time. Employees who attempt to come in early, stay late, or work during the duty-free lunch period without the supervisor's prior approval will be subject to disciplinary action. Likewise, supervisory personnel, including teachers, counselors, and nurses, who expect employees to work without recording the time will be subject to disciplinary action. Employees who feel pressured to work in violation of rules should inform the Associate Superintendent, the Superintendent, or designee.
4. Time worked must be recorded in the appropriate timekeeping system or in some cases on timecards.
5. Employment on the basis of a stipend, "flat rate" or other arrangement that does not compensate the employee on the basis of hours worked is prohibited. Payment in cash is prohibited.
6. The Employee agrees that in accordance with the Fair Labor Standards Act, Section 207 (o) that as employees of a public agency they may receive, in lieu of overtime compensation, compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required. Per the Fair Labor Standards Act, overtime is required after 40 hours of worked time in a workweek.
7. Non-exempt employees are expected to adhere to their scheduled work hours and to abide by any designated lunch period.

TEMPE UNION HIGH SCHOOL DISTRICT
STAFF CONFIDENTIALITY AGREEMENT

It is the policy of Tempe Union High School District (the District) to provide our employees or students with a level of privacy and confidentiality with any *Confidential Information* concerning any of our employees or students, and to maintain the confidentiality of *School Business Information* we learn in the course of performing our work assignments.

In the course of your work, you may have access to *Confidential Information* (oral, written or computer generated and not otherwise available to the public at large or co-workers including other supervisors/administrators) about employees or students, their families and/or their personal business.

School Business Information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information, including compensation (including but not limited to the compensation of co-workers and their families).

THEREFORE, I AGREE that:

My right to enter, view or make use of *Confidential Information* and *School Business Information* is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any *Confidential Information* or *School Business Information* in any public areas, hallways, gathering spaces or other locations. I will not access *Confidential Information* or *School Business Information* unless I have a bona fide reason to know that information and have my supervisor's permission to do so.

I will hold all *Confidential Information* and *School Business Information* of which I have knowledge in the strictest confidence, as required by law, District Policy and Regulation and this Confidentiality Agreement. I agree to utilize *Confidential Information* and *School Business Information* obtained by me only for the benefit of the employee or student or in performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of *Confidential Information* or *School Business Information* is a serious breach of confidentiality and my duties as a District employee and will result in disciplinary action up to and including termination of employment.

Any individual with authorized access to Tempe Union High School District computer information system, records or files is given access to use the District's data or files solely for the business of the District and must not divulge this information outside of the District except for approved District business requirements approved by the Superintendent, or designee. Specifically, with respect to District records or information, individuals must:

- Access data solely in order to perform his/her job responsibilities.
- All transactions, processed by a user ID and password, are the responsibility of the person to whom the user ID and password was assigned. The user's ID and password must remain confidential and must not be shared with anyone.
- Not seek personal benefit or permit others to benefit personally from any data that has come to them throughout their work assignments.
- Not make or permit unauthorized use of any information in the District's information system or records.

- Not enter, change, delete or add data to any information system or files outside of the scope of their job responsibilities.
- Not include or cause to be included in any record or report, a false, inaccurate or misleading entry known to the user as such.
- Not alter or delete or cause to be altered or deleted from any records, report or information system, a true and correct entry.
- Not release District data other than what is required in completion of job responsibilities.
- Not exhibit or divulge the contents of any record, file or information system to any person unless it is necessary for the completion of their job responsibilities.

Further, this agreement shall be binding upon me both during my employment with the District and after my employment with the District ends for any reason.

Outside requests for information about the District are handled by the Executive Director of Community Relations. If I receive a request for *Confidential Information* or *School Business Information* from someone who is not employed by the District, I will promptly report that request to my supervisor.

SECTION I: KEY DISTRICT PERSONNEL LAWS AND POLICIES

Absence Reporting

The success of our students relies on the cumulative performance of each and every employee. Attendance is essential. All certified, classified and administrative employees are required to personally report **all absences** (including general leave, professional leave and vacation) to their immediate supervisors and to the appropriate electronic timekeeping system, at a minimum of sixty (60) minutes prior to the start of the workday. All classified employees must report absences in TimeClocks Plus. All punches must be completed by the individual staff member through electronic devices onsite. It is the responsibility of each employee to ensure proper registration in the appropriate electronic system. If you are a certified teacher, contact Aesop, toll free at 1-800-942-3767, enter your pin number and follow the prompts to report your absence, or log into <http://www.frontlinek12.com/aesop>.

Bidding/Purchasing Policies and Procedures

(Policies DJ; DJE; DJGA)

The Purchasing Department is responsible for all purchasing, contracting, competitive bidding, receiving and processing bid protests, in accordance with Arizona State Board of Education procurement rules. Sales representatives for services, supplies, or materials are not permitted to call on teachers or school staff members without prior authorization. All sales calls and demonstrations are coordinated through Purchasing.

Purchases Not Requiring Bidding:

District employees must ensure legal compliance when making purchases. This information is presented for general guidance. Please contact the Director of Purchasing for information regarding specific purchasing requirements.

- ◆ **Less than \$10,000**—Purchases of \$10,000 or less may be made at the discretion of the Superintendent designee. Such procurements are not subject to competitive purchasing requirements; however reasonable judgment should be used to ensure the purchases are advantageous to the District.
- ◆ **\$10,000 or more, but Less Than \$50,000**—Verbal quotations must be requested by the Purchasing Department from at least three (3) vendors for transactions over \$10,000 but less than \$50,000. Quotations should be shown on, or attached to, the requisition. If three (3) verbal quotations cannot be obtained, documentation showing the vendors contacted that did not offer quotations, or explaining why quotations were not obtained, must be maintained on file in the District office.
- ◆ **\$50,000 or more, but Less Than \$100,000**—Written quotations are to be requested by the Purchasing Department from at least three (3) vendors for transactions of at least \$50,000 but not more than \$100,000. If three (3) written quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written quotations were not obtained, must be maintained on file in the District office.

Sales representatives for school services, supplies or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Business Services Department. All sales calls and demonstrations are to be coordinated through Purchasing.

Employees are not permitted to use their positions to receive valuable items or benefits that would not ordinarily be given to them in the performance of their duties, if the items are of substantial value.

Child Abuse Reporting Protocol
(Arizona Revised Statutes Section 13-3620 Compliance)

All employees who, when acting within the scope of their employment, develops a reasonable belief that a minor is a victim of child abuse such as a non-accidental injury, sexual abuse or neglect must immediately report or cause a report to be made to a police officer or Child Protective Services, in accordance with Arizona Revised Statutes 13-3620. Reports must be made immediately by telephone or in person and must be followed by a written report within 72 hours. The District provides the form 13-3620 for reporting purposes. The form may be obtained from your Principal/Administrator. Reprisal against an employee for good-faith reports about certified personnel engaged in conduct involving minors that is reportable under A.R.S. 13-3620 (Reporting Child Abuse) is unlawful.

Confidentiality Agreement for All TUHSD Employees

Tempe Union High School District provides our employees and students with a level of privacy and confidentiality concerning all school-related business. All District employees must annually review and acknowledge receipt of a Confidentiality Agreement. The agreement is found within the Employee and Volunteer Handbook. The Confidentiality Agreement explains the employee's responsibilities regarding appropriate access to, and use of, confidential information. Such information includes, but is not limited to, computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information, including compensation (including but not limited to the compensation of co-workers and their families).

Contracts/Notices of Assignment
(Policies GCB; GDB)

Certified Employees: Certified employees receive contracts indicating their official employment status, whether they are limited term, probationary or continuing employees.

A limited term employee is anyone who is considered a late hire, any employee who accepts less than a full time equivalent (1.0 FTE) teaching assignment or any employee who accepts a temporary position. A temporary position may include a position that is not funded by M & O. Any employee who does not work the full number of days in the contract period is paid on a prorated basis for the number of days worked. Any employee who does not work a full day (less than 1.0 FTE) will receive a prorated contract proportionate to the number of hours worked.

Classified Employees: Classified employees are either at-will or term employees. At will employees **do not** receive a Classified Notice of Assignment. A term employee is a classified staff member who is employed by the District pursuant to a Notice of Assignment to a position that specifies the duration of employment, not to exceed one year. Classified staff members who are not term employees are at-will employees.

Classified exempt employees receive contracts indicating their official employment status.

Each TUHSD employee must electronically accept their contract or Notice of Assignment. *This includes Notice of Special Assignment contracts as well as contracts for regular employment.* Only Classified hourly part-time employees or temporary workers (such as summer bookstore workers) who are not eligible to receive a contract or Notice of Assignment shall be exempt from this requirement.

Copyright Compliance
(Policy EGAD)

The District does not condone violations of the United States copyright laws. Subject to certain specific exceptions, the copyright owner has exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize reproduction, distribution, performance, or display by others.

Disciplinary Action, Suspension and Dismissal Policies
(Policies GBEB; GCQF; GDQD)

Policies GBEB, GCQF and GDQD contain references to employee misconduct and procedures for administering appropriate discipline to employees who engage in misconduct. Disciplinary action ranges from a written warning to a letter of reprimand to dismissal.

In compliance with ARS 15-550, an employee must immediately report to his or her supervisor any arrests, charges, citations, indictments, information, complaints, convictions or plea agreements involving a felony (*regardless of nature*) or a misdemeanor involving drugs, alcohol or moral turpitude (including, without limitation, indecent exposure or any offense that may require registration as a sex offender). Failure to report such conduct may result in immediate termination of employment.

Drug-Free Workplace and Related Policies
(Policies GBEC; GBECA; GBECB)

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Nonmedical possession, use or impairment as a result of prior drug use and/or alcohol use is forbidden on school property or at school-sponsored activities outside the District. Employees are prohibited from violating the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance. An employee who is convicted under a criminal drug statute for a violation occurring in the workplace, must notify the supervisor within five days that a conviction has occurred. The use, possession or impairment resulting from previous use of any intoxicants or illegal drugs on school property is prohibited. Staff members who violate this policy are subject to the same penalties as for possession and/or consumption on school property.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law protecting the privacy of student education records. FERPA gives parents certain rights regarding their children's education records. Those rights transfer to the student when he or she reaches age eighteen (18) or attends school beyond the high school level and becomes an "eligible student." Arizona Revised Statutes 15-141 applies these same rules to Arizona School districts.

These rights are granted under FERPA:

- ◆ Parents and eligible students have a right to inspect education records. Student education records *include* nurses’ records, work samples, IEP documents, etc. Emails about a student may also be considered “education records” and may therefore be subject to parental access and review.
- ◆ Schools are not required to provide copies of records unless it is impossible for parents/eligible students to review them. Schools may charge a fee for copies.
- ◆ Parents and eligible students have the right to request that a school correct records which they believe are inaccurate. If the school does not amend the record, the parent or eligible student has a right to a hearing.
- ◆ Schools must have written permission from the parents/eligible students to release most student information. However, FERPA allows schools to disclose records to certain parties, under certain conditions, without consent. These parties include other schools to which a student is transferring, school officials with legitimate educational interest; auditors; individuals authorized to grant financial aid; appropriate officials in cases of health and safety emergencies; and State and local juvenile justice authorities. Others who may access student education records include volunteers, consultants and service providers.
- ◆ Schools may disclose education records without consent *when it is necessary to protect the health and safety of a student or other individual*. However, the District must record in the student’s record the basis for the decision that a health or safety emergency existed.
- ◆ With the authorization of the Principal, or designee, schools may disclose directory information such as: Student name, address, telephone number, date and place of birth, honors and awards, and school terms of attendance such as quarter or semester, unless a parent has elected not to permit such disclosure.
- ◆ Schools must notify parents and eligible students about the information to be disclosed, and allow a reasonable amount of time to request that the information not be disclosed.
- ◆ Schools must notify parents/eligible students annually of their rights.

**Grievances—Professional and Classified Staff
(Policy GBK)**

Effective communication between District employees, administration and the Governing Board is essential. The Superintendent will establish a grievance procedure for employees as the prescribed means of resolving grievances as soon as possible, and at the lowest administrative level possible.

For additional information please refer to Policy GBK.

**Harassment/Sexual Harassment in the Workplace
(Title VII; Title IX; Policy ACC)**

It is important that the conduct of all employees and volunteers reflect the ethical values defined in policy. Allegations of workplace harassment or sexual harassment are taken very seriously. Harassment *of*, or *by*, any employee is strictly forbidden.

Workplace harassment includes unwelcome verbal, written or physical conduct demonstrating hostility or aversion toward an individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression or identity or socioeconomic status.

Examples of **workplace harassment** may include, but are not limited to, the following:

- ◆ Written, oral, graphic or physical conduct;
- ◆ Intimidation or overt threats of physical violence such as facial expressions, body posture, blocking or impeding movement;
- ◆ Physical acts of aggression, assault, or property damage;
- ◆ Demeaning jokes, taunting slurs, derogatory nicknames, or innuendoes.

Examples of **sexual harassment** may include, but are not limited to the following:

- ◆ Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, touching, leering, gestures, or display of sexually suggestive pictures or cartoons;
- ◆ Continuing to express sexual interest after being informed that the interest is unwelcome.

“Common-Sense Rules to Prevent False Claims of Harassment or Abuse” is published courtesy of the Arizona Education Association. It is excerpted from *Sexual Harassment: Responses and Resources for School Employees*:

- ◆ Avoid being alone with a student of either sex.
- ◆ Avoid physical contact with students that could be misunderstood as sexual in nature.
- ◆ With your school or department, establish guidelines for touching students and [where necessary and appropriate] keep a simple log of physical contacts with students.
- ◆ Avoid sending written communications to students, giving gifts to students, or socializing with students in situations which could be misconstrued as personal or romantic.
- ◆ Avoid off-the-cuff comments with suggestive or double entendre overtones.
- ◆ Do not be drawn into discussions of sexually explicit topics, such as tasteless jokes or suggestive song lyrics.
- ◆ If a student confides in you regarding a personal topic of a sexual nature [or discloses abuse of any nature], either invite another adult to join the conversation and report the conversation in writing to the school counselor [principal, or another administrator] immediately. Remember you are required to immediately report any type of child abuse (see page 8, **Child Abuse Reporting Protocol - (Arizona Revised Statutes Section 13-3620 Compliance)**).
- ◆ Avoid transporting students in your personal vehicle. [In accordance with Policy EEAG, students may be transported *only* in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent, or designee, has been obtained.]

An employee who engages in any act of workplace harassment or sexual harassment on District property or while acting as a member of the school community will be subject to disciplinary action, up to and including dismissal, in accordance with Federal and Arizona laws and District policies.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act of 1986 is a Federal law that provides specific protection for the educational rights of homeless students. Homeless children are defined as "individuals who lack a fixed, regular, adequate nighttime residence." The McKinney-Vento Act ensures homeless children free transportation to and from school, allowing children to attend their school of origin (the last school where they were enrolled or the school they attended when they first become homeless) regardless of where they now reside. It requires schools to register homeless children even if they lack required documents, such as immunization records or proof of residence. Local districts must appoint a liaison to ensure employees are aware of these rights, to provide public notice to homeless families (at shelters and at school) and to facilitate access to school and transportation services.

Personnel Records and Files

(Policy GBJ)

The District maintains a complete official personnel file for each employee. Employees are permitted to review their official personnel files by making a written request and an appointment with a Human Resources Department staff member. Employees are advised of, and are permitted to review and comment on, all information placed in their official personnel files. The employee may prepare a written reply, and such reply, if any, will be appended to the information in the file. If included, the written reply must contain the employee's signature and the date.

Employees are required to supply the Human Resources Department with current, complete official transcripts of all college credits, if applicable to their position. It is the responsibility of each employee to keep current any certificates/licensures required to maintain the position, including maintaining a valid DPS fingerprint clearance card, when applicable. Failure to keep current required certificates/licensures or valid DPS fingerprint clearance card may lead to disciplinary action up to and including termination.

Professional/Classified Staff Absences without Authorized Leave; Abandonment of Employment

(Policy GCC)

An employee is *absent without authorized leave* when absent from work because of:

- ◆ A reason that conforms to current policy but the maximum days provided for in that policy will be exceeded;
- or*
- ◆ A reason that does not conform to any policy currently in effect; *or*
- ◆ Failure to report to work without prior notification.

An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and approval is denied upon return.

Job abandonment is considered a voluntary termination after three (3) consecutive days of the employee not coming to work, and not providing appropriate notice to his or her supervisor of the absence. The supervisor will make and document a good faith effort to complete a welfare check.

Professional Leave for Conferences, Seminars, In-services and Workshops

(Policy GCI)

Professional Leave:

Professional leave with pay may be granted, and substitutes provided for approved absences from work to participate in a conference, seminar, or workshop. Requests for professional leave must be submitted to and approved by the Superintendent, or designee.

A maximum of five (5) days per school year may be granted. Leaves may not be requested during the opening two (2) weeks of a semester or the closing two (2) weeks of the school year without prior approval of administration and the Governing Board.

In-Service Leave and Training:

Employees may be released from work to attend District approved workshops, conferences, or trainings. The following stipulations apply to in-service leave:

- ◆ Application for in-service leave is made in advance using established District procedures.
- ◆ In-service leave must be recommended by the Principal and approved by the Superintendent, or designee.
- ◆ Substitute costs must be identified at the time of request for approval. Unless otherwise approved, substitute costs must come from the same funding source(s) used for registration and/or travel costs for the in-service

leave.

- ◆ Applicants must be able to demonstrate that their participation in a designated activity promises to benefit the department, school, and/or District.
- ◆ Applicants must demonstrate willingness to share their experiences with the department, school, and/or District.

Staff Conduct/Staff Conduct with Students/Workplace Bullying
(Policies GBEB; GBEB-R; GBEB-RB; GBEBB)

All staff/volunteers of the District are expected to conduct themselves in a manner which promotes the educational process and protects students and District property. No employee, by action or inaction, may disrupt any District activity. Staff members must report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. Reports are to be made to the Superintendent, or designee. There will be no retaliation for anyone who makes a good faith allegation of bullying.

The District will not tolerate any behavior in the workplace that constitutes bullying activity as defined in Policy GBEB-RB. This regulation prohibits workplace bullying by and against District employees, applicants for employment and other in the workplace environment including members of the public.

Employee Notification Regarding Reporting Non-Appealable Offenses:

Any employee who is arrested for, or charged with one or more of the non-appealable offenses must immediately report the arrest or charge to the person's supervisor, or the person shall immediately be dismissed from employment. A person dismissed for failure to report being arrested for, or charged with, a non-appealable offense has no right to appeal.

Employees must exercise general supervision of students at all times while in the classroom, as well as before and after school. Employees and volunteers will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

Staff Conflict of Interest
(Policy GBEEA)

Employment of Close Relatives:

No employee may be directly supervised by a close relative (spouse, child, grandchild, parent, grandparent, brother, sister of the whole or half blood and their spouses, and the parent, brother, sister or child of a spouse). This applies to summer or part-time work as well as full-time employment. Direct supervision includes recommendation for hiring, making specific work assignments, evaluating, disciplining, recommending for transfer, promotion or dismissal.

A dependent of a Governing Board member cannot be hired except by consent of the Governing Board. The spouse of a Governing Board member cannot be employed by the District.

Interest in District Decision-Making:

Any employee who has, or whose relative has, substantial interest in any decision must make known this interest in the official records of the District by completing a Conflict of Interest form. The employee must refrain from participating in such a decision.

Staff/Volunteer Ethics
(Policy GBEA)

All staff/volunteers of the District must maintain high standards in their relationships. Employees and volunteers

acknowledge that the schools belong to the public and to the students who are being served. Every employee assumes responsibility for providing leadership. This responsibility requires the employee to maintain standards of exemplary conduct, keeping in mind that the actions of each employee and volunteer are viewed and appraised by the community, associates, and students.

Staff Involvement in District Decision-Making

(Policy GBB)

Employees are encouraged to participate in the District's decision making processes. In recommending policies to the Governing Board and developing regulations, the Superintendent, or designee, may involve any employees who may be affected by such provisions. The Superintendent will establish opportunities for the consideration of recommendations regarding the operation of the schools. Professional organizations recognized will be the Tempe Secondary Education Association (TSEA) and Classified Tempe Employee Council (CTEC).

Staff Participation in Political Activities

(Policy GBI)

Employees are encouraged to vote and to engage in political activities. However, school time, personnel, equipment, supplies, buildings, or other resources may not be used to influence the outcome of elections. Campaigning/other election activities must be done in off-duty hours. Additionally:

- ◆ Invitations to participate in election activities on campus are permitted only when invitations are offered to all candidates for the same office.
- ◆ Political circulars/petitions may not be posted or distributed in schools.
- ◆ Collection or solicitation of campaign funds or campaign workers is prohibited on school property.
- ◆ Students may not be given written materials to influence the outcome of an election or advocate support for, or opposition to, pending or proposed legislation as part of any instructional activity or other assignment.
- ◆ Students cannot be involved in writing, addressing or distribution of material intended to influence outcome of an election or advocate support or opposition for pending or proposed legislation.
- ◆ District employees may not use their positions to influence the vote or political activities of subordinate employees.

Staff Transfers—Voluntary and Involuntary

(Policies GCK; GDJ)

Certificated Employees:

There are two types of certificated staff transfers, *voluntary* and *involuntary*. Both are processed through Human Resources each spring when staffing allocations are finalized. Involuntary transfers are processed first. Teachers designated as involuntary transfers are notified by their principals of their involuntary transfer status and will be placed prior to the beginning of the voluntary transfer process. Teachers will receive written notification from Human Resources verifying their teaching assignment as soon as it is feasible to do so.

Consideration is given to all voluntary transfer requests in accordance with policy. Teachers who are highly qualified and appropriately certified may request a voluntary transfer to any open, posted vacancy within seven (7) calendar days of the posting. Voluntary transfer requests are made using the District's online application procedures. The desires of the certified staff member requesting a voluntary transfer shall be honored to the extent the transfer does not conflict with the instructional requirements and best interests of the District.

Classified Employees:

Vacancies are posted in accordance with Human Resources regulations for a minimum of five (5) working days. An employee desiring to be considered for a posted position must apply for the specific assignment and site preferred, in accordance with District application procedures. Skill testing may be required for some classified

positions.

Staff Use of Digital Communications and Electronic Devices (Policy GBEF)

Social media technologies include blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, Facebook, LinkedIn, My Space, Twitter, You Tube, and successor protocol to transmit information. Mobile technologies transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet, or private communication or information networks.

The Governing Board recognizes how web-based and mobile technologies are changing opportunities to communicate with individuals or groups and how their use can empower the user and enhance discourse. Employees are to adhere to adopted policies and to utilize digital communications and electronic devices in a professional manner at all times. For additional information regarding staff use of digital communications, please refer to Policy GBEF.

Statements of Awareness for School Employees

Each employee, as a condition of employment, will annually verify acceptance of a Statement of Awareness (of District policies, procedures and regulations) a Statement of Understanding of the overtime requirements of the Fair Labor Standards Act (FLSA) and a Confidentiality Agreement. New employees will accept these documents within thirty (30) days of beginning employment.

Student Transportation in Private Vehicles (Policy EEAG)

Students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific prior approval by the Superintendent, or designee, has been obtained. Policy specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent, or designee.

Substitute Staff Arrangements (Policy GCGB-R)

It is the teacher's responsibility to notify the electronic absence and substitute request service, as soon as possible, of the need for a substitute teacher. If the teacher knows in advance that a return to duty will be assured on a certain date, the Substitute Coordinator should be notified.

If a teacher requests a substitute and later determines that the substitute is not needed and fails to cancel the request, the daily rate for substitute teachers is deducted from the teacher's next paycheck.

Technology/Electronic Mail Use Policies and Guidelines (Policies EGD; EGDA; EGAEA)

Employees will use the District's technology resources in support of education, educational research and the educational goals of the District. Technology resources include databases, network services, electronic mail, social media and other sources of information. Violation of the Technology Use Agreement may result in denial of service, confiscation of equipment without notice and employee discipline. An investigation by authorized personnel to ensure compliance with Federal and State laws and the District's Technology Use Agreement may be initiated at any time.

District employees are required to use District-issued technology equipment, with the exception of equipment used

for ADA compliance or Individualized Education Plan compliance. Electronic communications sent or received by District employees pertaining to District business may be subject to disclosure and inspection as public records and/or discovery in litigation. Use of electronic mail must conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications.

Tobacco Use by Staff Members
(Policy GBED)

The possession or use of tobacco products and electronic cigarettes is prohibited in the following locations:

- ◆ School grounds.
- ◆ School buildings.
- ◆ School parking lots.
- ◆ School playing fields.
- ◆ School buses and other District vehicles.
- ◆ Off-campus school-sponsored events.

Transportation Employee Mandatory Drug and Alcohol Testing Requirements
(Policy EEAEAA)

All drivers are subject to pre-employment drug and alcohol testing, as well as mandatory testing which includes reasonable suspicion, random and post-accident testing. All offers of employment with the District for drivers are contingent upon pre-employment test results. An applicant testing positive for alcohol or controlled substances will not be employed.

A transportation employee who refuses to submit to drug and alcohol testing or whose test results are positive may be disciplined in accordance with District policy and Arizona Revised Statutes, up to and including termination from employment.

Voluntary Termination of Employment
(Policies GCQ; GCQC; GDQC)

Professional Staff:

Administrative and Certified contracts constitute legally binding commitments. Requests for resignation or release from contract must be made in writing and must contain the employee's signature. For this purpose, an "Employee Resignation Notification Form" was developed by Human Resources and is available at each work location. This form should be completed, signed by the employee and the principal or director, and submitted to Human Resources.

The Governing Board will consider releasing the individual from employment obligations prior to the end of the contract, generally contingent upon the availability of a well-qualified, certified staff member as a replacement. Resignation during the term of a contract without Board approval may, at the Governing Board's discretion, result in loss of general leave and vacation reimbursement. An employee who resigns contrary to this policy has committed an act of unprofessional conduct.

Classified Exempt Staff:

Classified Exempt employees voluntarily terminating their employment are expected to give advanced notice of thirty (30) calendar days prior to the requested last day of employment. This notice must be submitted to the supervisor, in writing, and should specify both the last day of work and the reason for terminating. An "Employee Resignation Notification Form" should be completed and submitted for this purpose. Resignation without providing the required written notice may, at the Governing Board's discretion, result in loss of general leave and

vacation reimbursement.

Classified Staff:

Employees voluntarily terminating their employment are expected to give advanced notice of ten (10) working days. This notice must be submitted to the supervisor, in writing, and should specify both the last day of work and the reason for terminating. The employee must sign the request. An “Employee Resignation Notification Form” should be completed and submitted for this purpose. Resignation without providing the required written notice may, at the Governing Board's discretion, result in loss of general leave and vacation reimbursement.

SECTION II: EMPLOYMENT TERMS, BENEFITS AND RELATED POLICIES

Americans With Disabilities Act

The ADA requires employers to provide reasonable accommodation for the known disability of a qualified individual, unless it imposes an undue hardship on the operation of an employer's business. The ADAAA (Americans with Disabilities Act Amendments Act of 2008) expanded the scope of coverage for individuals covered under the Act. An impairment that is episodic or in remission constitutes a disability if it would substantially limit a major life activity when active. In cases where accommodations are requested, the ADA mandates an interactive process to determine appropriate accommodations. For more information please contact the Benefits Coordinator.

Bereavement Leave

(Policy GCCH)

An employee is allowed bereavement leave of up to ten (10) days to be charged against accumulated leave, where their absence is due to the death of a family member. Family members include: spouse, domestic partner, father, mother, child, brother, sister, brother-in-law, sister-in-law, father or mother of spouse, guardian, dependent person, or grandparent. Requests for bereavement leave for individuals not named in this list may be submitted to Human Resources for consideration. If the employee does not have sufficient leave to cover the ten (10) days, he or she may request a non-compensable leave.

Certification and DPS Fingerprint Clearance Card Requirements

All certificated employees must have *and maintain* a current, valid teaching certificate as required by Arizona law and Governing Board Policy. These requirements are part of the employee's contractual obligation with the District. It is the responsibility of the certificated employee to ensure that all coursework required to remove certification deficiencies, documentation of professional development activities, and fingerprint clearance card requirements are completed *prior to the expiration of the certificate*. *Failure to keep current required certificates/licensures or a valid DPS fingerprint clearance card may lead to disciplinary action, up to and including termination.*

District Mail Delivery

(Policy EGAE)

An in-District mail service system is maintained for delivery of internal and external communications. Use of District mail facilities and personnel for the distribution of materials and communications is restricted to materials and communications relevant to official school business and educational purposes. The District is not liable for items lost or opened, or any damage or injury incurred as a result of use of the mail service.

Duty Day Calendars, Payroll Calendars, and Staff Salary Schedules

For your convenience, approved duty day calendars for all District positions are published on the Staff link of the District home page, Human Resources, Staff Documents. Current year salary schedules and the Payroll Calendar are published on this link as well. All documents are updated when changes are approved.

Employee Benefits

(Policies GCBD; GDBD)

The District offers our employees a wide range of benefits. Employees must meet minimum requirements to be eligible to qualify for benefits. For additional information, please contact the Benefits Coordinator at 480-345-3756.

Benefits include, but are not limited to the following:

Major Medical	Flexible Spending Accounts
Optional Dental Coverage	Tax Sheltered Annuities
Short Term Disability	Employee Assistance Program
Long Term Disability	Wellness Program
Workers' Compensation	Unemployment Compensation
Life Insurance with Additional Optional Coverage	Notary Public Services
Payroll Direct Deposit	Arizona State Retirement System
Group Auto/Homeowners Insurance	

Evaluation of Professional and Classified Staff Members (Policies GCO; GDO)

Certified staff members are evaluated in accordance with Arizona Revised Statutes and Governing Board Policies. The evaluation process is designed to improve instruction and strengthen the abilities of the certified employee.

Classified staff members are evaluated by the appropriate supervisor. A written evaluation for each classified staff member is completed during the first year of employment, not later than ninety (90) days after the first day of employment. A second first-year evaluation will be completed no later than the anniversary date of employment. At least once annually, a performance evaluation will be conducted. The evaluation will be used to increase job proficiency and to recommend continued employment.

Fair Labor Standards Act (Policy GDL)

The Fair Labor Standards Act (FLSA) requires compensation at the rate of one and one half times the hourly rate of pay for all non-exempt employees for any hours worked, *in excess of forty (40) worked hours*, during a regular work week in which no holidays, breaks or paid leave occur.

Under certain conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked instead of over-time payment. State and local government employees may accrue up to 240 hours. An employee must be permitted to use compensatory time on the date requested unless doing so would "unduly disrupt" the operations of the agency. Due to budgetary implications, the District requires employees to use accrued compensatory time prior to using accrued general leave or vacation leave.

All non-exempt employees must accurately record their hours using the current timekeeping system. Timekeeping records are used to determine regular pay and overtime. Overtime work in the District is discouraged due to budgetary implications. Employees must obtain approval from the supervisor *prior to* working overtime. Failure to obtain prior approval before working overtime may result in disciplinary action, up to and including dismissal.

There is no Arizona or Federal law that mandates "breaks," "rest periods," or "meal periods." However, if schedules permit, TUHSD allows two (2) paid fifteen-minute breaks (one in the morning and one in the afternoon); in addition to a one-half hour *unpaid* lunch period. There may be times when breaks are not offered, depending on the needs of your campus or department. You may not use breaks to shorten your work day or to extend your lunch.

The District's designated workweek begins at 12:01 a.m. on Sunday and concludes at 12:00 midnight the following Saturday.

Family and Medical Leave Act (FMLA)
(Policy GCCC)

The Family and Medical Leave Act (FMLA) requires employers to grant *eligible* employees up to twelve (12) weeks of job-protected leave during a twelve (12) month period for any of the qualifying reasons listed below. The information in this section is provided as a general overview only. For detailed information regarding FMLA, please contact the Benefits Coordinator.

An *eligible* employee is one who has been employed by the District at least twelve (12) months and who has completed at least 1,250 hours of service immediately prior to the time the FMLA leave commences. Using the rolling calendar year, any eligible employee of the District may take up to twelve (12) weeks of FMLA for one or more of these reasons:

- ◆ The birth and first year care of the employee's child.
- ◆ The placement of a child for adoption or foster care.
- ◆ A serious health condition that causes the employee to be unable to perform the essential functions of the position.
- ◆ Care for a spouse, son, daughter, or parent of the employee, if the person has a serious health condition.
- ◆ Because of a qualifying exigency, such as when the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces. For this purpose, up to twenty-six weeks of FMLA leave is available.

A husband and wife who are both employees of the District may be limited to a total of twelve (12) weeks of leave during each applicable twelve (12) month period for leave for the birth of a child, placement of a child for adoption or foster care or to care for a parent with a serious health condition.

An employee must provide at least thirty (30) days' notice before FMLA leave begins if the leave is foreseeable based on a birth, placement for adoption, or foster care, planned medical treatment for a serious health condition, or military service leave of the employee or family member. All FMLA leave must be supported by a medical certificate completed by the employee's health provider.

General Leave Accrual
(Policy GCCA)

Each twelve (12) month employee who is employed for thirty (30) or more hours per week in a permanent position and each certified or administrative employee contracted for three-fifths (3/5) or more assignment shall qualify for general leave not to exceed annual maximums as set for in the regulations for Policy GCCA.

Unused general leave accumulates without limitation, and may be subject to payment at the rates specified in Policy GCQD.

Employees may use accrued general leave for personal business. *The amount of accrued general leave annually used for personal reasons may not exceed the employee's total annual maximum allocation of general leave.* Employees shall obtain prior approval from their immediate supervisors at least three (3) days in advance for use of non-emergency general leave.

Employees cannot use general leave to maintain other employment, or immediately before or after a holiday, unless approved by the Superintendent, or designee, in advance.

Jury Duty/Military/Victim Leave
(Policy GCCD)

Jury Duty:

There is no deduction of paid leave during jury service if appropriate documentation of the service is provided.

Failure to submit appropriate documentation results in a deduction from general leave. An employee excused from jury duty must report to work as soon as possible. Failure to report will result in a deduction equal to the portion of a workday missed from accrued leave.

Military Leave:

An employee who is a member of the Military Reserve or National Guard is entitled to a leave without loss of pay, or time when engaged in field training. An employee who is a member of the uniformed service may use vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence. The employee may also be eligible for other leave protection under USERRA and/or FMLA. Contact the Benefits Coordinator for additional information.

Victim Leave:

An employee who is the victim of juvenile or adult crime may exercise the right to be present at a proceeding. The employee may use available vacation or other leave in accordance with policy.

Time Clock Procedures
(For Classified Non-Exempt Employees)

The District uses an electronic timekeeping system to record hours worked by all non-exempt classified employees. Employees must report hours using the current timekeeping system.

It is the responsibility of each employee to ensure accurate reporting of all hours worked that are submitted to Payroll for paycheck calculation. It is considered a falsification of your timekeeping records to have someone else add or remove your hours worked in the time keeping system.

Medical Leave Assistance Program
(Policy GCCG; GCCG-R)

The District allows individual employees to donate accumulated general leave to other employees who have depleted their accrued general leave and vacation as a result of a serious illness or injury. There are restrictions and limitations for both the donor and the recipient. For additional information regarding Medical Leave Assistance, please refer to Policy regulation GCCG-R and contact the Benefits Coordinator at 480-345-3756.

Payroll Action Requests

The electronic PAR form is used to obtain approval for all regular, substitute and volunteer employment requests, as well as extra duty assignments and recommendations for terminating employment. The PAR originates at the site, is approved by the principal or director, and then is routed electronically to the Business Services, Human Resources and Payroll departments. Nothing submitted on a PAR should be considered final until processed by these departments and, when required, approved by the Governing Board.

A PAR must be completed for any employee or group of employees who will be paid for an extra-duty assignment prior to the employee or employees beginning the assignment. Payroll cannot process a time card for which no PAR has been submitted.

Payroll and Deductions
(Policies DKA; DKB)

District employees are paid bi-weekly. There is a two week pay delay for all employees in all positions and in all extra duty assignments. Contracted employees are paid according to selection of short or long pay schedules. Mandatory deductions include Social Security, Medicare, State and Federal income tax, and Arizona State Retirement. Certain voluntary deductions for optional benefits provided by the District may be requested.

Employees may have paychecks direct-deposited with an approved financial institution. Arrangements for direct deposit are made through Payroll. Paychecks must be picked up from the supervisor's office on payday. Paychecks will not be given to employees prior to the actual payday.

Pay receipts are available electronically. If you have questions about your paycheck, please contact Payroll.

An employee who voluntarily terminates employment will be paid all wages due on the regular payday for the pay period during which termination occurs. The employee may request in writing mail delivery of the final paycheck.

Employees who are discharged from employment will be paid all wages due within ten (10) calendar days from the discharge date.

Personal Property
(Policy ECAD)

Employees who bring personal property to the workplace must clearly mark the property with their names. The District does not assume responsibility for the employee's personal property. In case of theft, loss, water or fire damage, the District's insurance program will typically not provide for replacement or payment for personal property brought into the workplace.

Professional/Classified Staff Leaves of Absence Without Pay
(Policy GCCC)

Noncompensable leaves of absence may be granted with appropriate approval. Examples include:

- ◆ An extension of a leave of absence from work immediately following another type of approved leave as defined in Policy GCCC
- ◆ For a leave of absence that benefits or is in the best interest of the District, as determined by the Governing Board upon review of the application.
- ◆ For leave under the Family and Medical Leave Act.

Certain rights and benefits may be forfeited if the resulting employment or contract qualifies the employee for part-time rather than full-time status.

Professional Staff Salary Advancement
(Policy GCBA and GCBA-R)

Vertical and horizontal advancement on the salary schedule is available. Vertical advancement is limited to one (1) step per year. Certificated employees must submit a "Request for Prior Approval" form and the proposed program of study to Human Resources. Coursework should not be taken before prior approval is obtained. Employees will receive a signed copy of the "Request for Prior Approval" form when materials have been reviewed and approved.

Upon completion of the approved program of study, the employee must submit a completed “Request for Salary Advancement” form and official transcripts reflecting the credit hours or degree posted. Coursework must be completed by October 1 and official transcripts submitted to Human Resources no later than December 1 to receive salary advancement for the current year. Requests received after December 1 will be processed for the next school year’s contract.

Staff Health and Safety; Staff Wellness
(Policies GBGB; GBGC; GBGCA; GBGCA-R; GBGCB)

Eye Protective Devices:

Every student, employee, volunteer and visitor must wear appropriate protective eyewear while participating in or observing vocational, technical, industrial arts, art, or laboratory science activities. Protective eyewear is provided by the District.

Employee Assistance:

Employees who have had exposure to blood borne pathogens (Hepatitis B/Human Immunodeficiency Virus) must report the details in writing and are required to follow post exposure evaluation and follow-up activities in accordance with Arizona and Federal laws.

Exclusion from School:

A staff member who has a communicable disease will be excluded from school only if he or she presents a direct threat to the health or safety of others in the school workplace. A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, will not be excluded unless a significant risk to the health and safety of others is presented.

Immunity:

As a condition of employment, all employees, including substitutes, shall provide proof of immunity to measles (Rubeola) and German measles (Rubella) prior to reporting to work.

Reporting and Notification:

The District must report each diagnosed and suspected case of a communicable disease. If an outbreak occurs in a school setting, the District will promptly inform staff members who are known to have special vulnerability to infection.

Confidentiality:

The District makes reasonable efforts to maintain confidentiality of employees’ medical conditions. All medical information is confidential. The identity of a staff member who has a communicable disease and/or the nature of the communicable disease may be disclosed only to:

- ◆ Staff members who must have such information to fulfill their duties; *or*
- ◆ Staff members or students who must have the information to protect themselves from direct threat to health or safety.

Staff Termination Benefits - Accrued General and Vacation Leave
(Policy GCQD)

An eligible employee who resigns or requests release from contract or notice of assignment may receive termination benefits in accordance with policy.

Staff Vacations and Holidays **(Policies GCD; GDD)**

Administrators:

Twelve (12) month administrators earn annual vacation leave in accordance with the provisions of the administrator's employment agreement.

Classified Staff:

Twelve (12) month employees earn two (2) weeks of paid vacation per year. After five (5) years of continuous service, twelve (12) month employees receive three (3) weeks of vacation per year and after ten (10) years of continuous service they earn four (4) weeks of vacation per year.

During the first year of employment, contracts/notice of assignments must be fulfilled before vacations with pay are granted. Vacation time accruals are capped. The maximum number of accrued days is forty (40) days *plus* the current year's allocation. When the maximum number of days is accumulated the employee does not qualify to earn additional vacation days until the first of the month following the month in which the number of accrued days falls below the allowable maximum.

General Leave days and/or Vacation days may not be appended to the end of employment.

Holidays:

Holidays are established by the District calendar. Paid holidays are provided for positions as identified on the appropriate Salary Schedule. No employee will receive pay for a holiday unless the employee works both the day before and the day after a holiday, except in cases of illness or approved vacation leave.

Tempe Union High Schools Education Foundation

The Tempe Union High Schools Education Foundation (TUHSEF) is a nonprofit organization that solicits and receives gifts and donations benefitting the students of Tempe Union High School District. TUHSEF is proud to provide funding for outstanding educational projects and many distinctive programs that help enhance educational experiences. Teachers may apply for mini-grants of up to \$1500 to support special projects. Projects eligible for funding include:

- ◆ Innovative projects that boost student achievement at all grade levels and subject areas.
- ◆ Mentoring/tutoring programs that help students develop positive attitudes about school, life and themselves.
- ◆ Scholarships and grants for special programs.

Trip Reduction Plan/Emergency Transportation Program

As an employer and a member of the community, Tempe Union High School District is committed to supporting efforts to reduce air pollution. We encourage employees, whenever possible, to consider alternate ways to get to work, such as by carpool or public transportation.

Tempe Union High School District participates in the Maricopa County Trip Reduction program. The Program's goal is to reduce emissions by lowering the number of single occupancy vehicles on Valley streets. We offer reserved parking for registered carpoolers, emergency transportation, bike racks, showers, bi-annual drawings for all registered Alternate Mode Users, Valley Bike Month and Rideshare Clean Air Campaign drawings, and High Pollution Advisory Program drawings during high pollution advisory days. To learn more, please contact the Superintendent's Office or your campus Trip Reduction Coordinator.

Use of District Property (Policy EDB; EDC)

Employees are responsible for the proper care of all District facilities, equipment, and property in their custody or control. The employee who receives approval to take equipment off campus assumes full liability for the equipment while it is under his/her care. District-owned equipment may be used off campus according to the following guidelines:

- ◆ No employee may use District-owned equipment for personal gain. Equipment may be used only for work directly related to professional responsibilities.
- ◆ Prior written approval by the principal or director is required before any equipment can be taken off District property.
- ◆ School resources or personnel cannot be used to complete copying or printing work for parent, professional, charitable, or other organizations. The only exception is when an individual school duplicates notices of parent group meetings directly connected with a specific activity in the school.

Vehicle Emission Testing Notification (A.R.S. 49-452)

Maricopa County is a Vehicle Emissions Control area. A.R.S. 49-452 requires vehicle emission inspection for all vehicles registered in Maricopa County *and* all vehicles registered outside the county, if the vehicle is used to commute to work within Maricopa County. New Arizona residents must immediately register their vehicles in Arizona. Failure to comply will result in civil penalties including payment of applicable fines.

Workday Definition (Policies GCM; GDK)

Certificated Staff: All professional staff members are expected to report to their duty stations on time each workday and to be present until the time they are scheduled to leave. The school day may be extended for meetings, special events, and activities.

To ensure the safety of students and security of each campus, teachers may be asked to perform supervisory duties during the day as needed. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly. Teachers may perform duties other than classroom teaching. Extra duty assignments may be made by the Superintendent.

Classified Staff: All classified staff employees must report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time they are scheduled to leave. Employees are not permitted to skip lunch periods or breaks in order to leave early.

Workers' Compensation and Accident Reporting (Policies GBGD; EBBB)

All employees and volunteers are covered by workers' compensation insurance for most injuries or illnesses while on assignment, including injury or illness on school property or while on official business that is being conducted off school property. Employees must report any such work-related injury or illness to their supervisor as soon as possible. The employee must also complete a *Work-related Injury Report form* and submit the completed form to the Benefits Coordinator immediately.

Reports must be filed for accidents that take place on school and/or District property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Volunteers who are injured on one of our sites must contact the Benefits Coordinator for additional information about the possibility of being eligible for worker's compensation coverage.

Reports are required whether or not there are injuries or illnesses that are immediately evident.